

# P-PATCH COMMUNITY GARDENING PROGRAM

## LEADERSHIP TEAMS

**Everyone has a role to play in a community garden.** Below are common roles in P-Patch Community Gardens which help to create structure and stewardship. The roles can be changed and combined to suit what works best for your site and individuals. Remember to lead is not to do but to seek participation, collaboration, help and opinions as often as possible. ***Does your garden have a decision-making process?*** If not that is the place to start, your P-Patch program staff can provide you with examples used in other gardens.

### **P-Patch Office and Garden Coordinator**

- Act as a liaison with the city P-Patch office staff assigned to your garden.
- Coordinate whole team of leads, and communication garden wide.
- Contact gardeners, recruit volunteers to lead other roles if needed.
- Help solve problems within the garden.

### **Communication Coordinator**

- Be or work with P-Patch Office and Garden Coordinator
- Create a phone tree, phone gardeners about meetings/ gatherings.
- Take notes at meetings, type and disseminate meeting minutes (email, shed, mail), newsletter.
- Explore social media options if the need and interest arises

### **Plot Monitor(s)**

- Work with the P-Patch office staff to monitor use of plots. This is one person, or a group of people, that agree to regularly observe all garden plots and to contact plot holders who are not in compliance with plot maintenance requirements. If a garden does not have a volunteer in place, P-Patch Program staff will fulfill this role until a volunteer is available. Refer to [P-Patch Rules](#) and [Plot Maintenance Monitoring Procedure](#).

#### Step One: Plot monitor(s) make initial contact.

- Volunteer plot monitor(s) will contact the plot holder via phone, e-mail, or in person. The volunteer will describe what they have observed happening in the plot, offer suggestions on how to address the maintenance issues, and discuss what resources are available to the plot holder. The volunteer plot monitor(s) will establish a deadline of at least two weeks from the date of contact by which the plot must become fully maintained.

#### Step Two: P-Patch Office Staff Make Contact:

- If the deadline from step one has passed and the plot remains unmaintained, the volunteer plot monitor(s) will contact P-Patch office staff in order to initiate staff action. The volunteer(s) must provide the P-Patch staff person with documentation of their previous contact(s) with the plot holder. The P-Patch staff person will send the plot holder an official written notice via either postal or electronic which will identify the specific plot maintenance issues and which will specify a deadline of at least two weeks for the plot to be fully maintained.

### **Compost Coordinator**

- Coordinate the movement of organic matter through its cycles.
- Work with other gardeners so that organic matter is processed and not just stacked in a pile near the compost bins.

### **Tool shed Coordinator**

- Coordinate periodically clean-up and organizing, fall cleaning, oiling, and sharpening of tools.

### Volunteer Hour Reporter

- Report hours to P-Patch staff at the P-Patch office 2 times throughout the year (final report submitted after October 31<sup>st</sup> deadline annually) Also
- Refresh the sign-in sheets in shed and/or on-line (new gardener lists should be requested from P-Patch staff).

### New Gardener Orientation

- Greet new gardeners and show them the location of their plot and a brief on-site orientation: where tools are, how to get into the shed, how to donate produce, how the compost works, where the sign-in book is, etc... Ideally this should be someone who lives relatively close to the garden so they can easily meet people at the garden.

### Lead a work party

- Team up; work with someone you want to get to know, or with your best garden buddy. You do not have to know everything to lead a work party; the leadership team is there to help!
- At the annual spring meeting, gardeners present schedule work dates throughout the height of the gardening season
  - **Work Party Dates and leaders:** *(Day, Date and time) work party- (Name of person committed to leading event)*
  - Send out notice to all gardeners with all dates and just prior to work day

### Fun Coordinator (community builder)

- Plan with the P-Patch office and garden coordinator and other work party leaders to have some fun events throughout the year.

### Food Bank /Giving Garden Coordination

- Coordinate with others to plan, plant, maintain, and coordinate deliveries of fresh produce to your nearest food bank.

### Water Lead

- Maintain hoses, promote good watering practices, turn off @ end of season (Oct.31<sup>st</sup>), and turn on in spring (May 1<sup>st</sup>).

### Other roles that might be needed

- Outreach
- Education
- Common Planted Areas
- Art
- Special Projects
- Infrastructure Maintenance
- Children's Gardens



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